

ALBANY COUNTY PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE REGULAR MEETING
OF FEBRUARY 20, 2019

The Board of Directors of the Albany County Public Library (ACPL) met in regular session at the Albany County Public Library Wednesday, February 20, 2019 at 6:30 p.m. Directors present were Mike Massie, Tim Monroe, and Scott Shoop. Also present were Nathan Bender, Technical Services Librarian; Dan Bendtsen, Laramie Boomerang reporter; Janet Boss, Friends of the Library Liaison; Martin Buchanan, member of the public; Rachel Crocker, Assistant Director; Joel Defebaugh, County Attorney's Office; Cassandra Hunter, Adult Services Librarian; Bailey Murray, Circulation Manager; Monica Owens, Youth Services Librarian; Liz Palmer, Youth Services Specialist; Kennedy Penn-O'Toole, Cataloger; Deb Shogren, Youth Services Specialist; Tyler Brown, Adult Services Specialist; Peggy Trent, County Attorney; Ruth Troyanek, Library Director; and Caitlin White, ACPL Foundation Executive Director.

Massie called the meeting to order at 6:30 p.m.

INTRODUCTIONS:

- All present introduced themselves

ROLL CALL:

- Three board members were in attendance

PUBLIC COMMENT:

- Concern over books being mis-shelved by community service workers

CHANGES OR ADDITIONS TO AGENDA:

- Move Employee Handbook to end of meeting

CONSENT AGENDA:

- Minutes of the Regular Meeting January 16, 2019
- Received budget update

Shoop moved to approve consent agenda. Monroe seconded. All ayes. Motion passed.

FINANCIAL REPORTS:

- Review of check register

Massie called for any objections to check register. Hearing none, the check register was approved.

DIRECTOR'S REPORT

- New website
 - Is live

- PR campaign to begin next week
- Boiler
 - Broken part, will be expensive to fix
- 6th penny SPET funding
 - ACPL will begin to receive funds soon
 - Board has already authorized expenses
- Centennial library card ownership
 - 41% of Centennial residents have a library card
- Summer Reading
 - Monica and Cassy will work to coordinate youth and adult programs

RECEIVE REPORTS:

- ACPL Foundation: Caitlin White
 - Author Night March 1
 - Authors Tasha Alexander and Andrew Grant
 - Will include silent auction
 - Last season ACPLF is sponsoring the tax prep program
 - United Way will take over responsibility
 - Future location TBD
- Friends of the Library:
 - Friends Board voted to give library \$22,480 for second half of 2018.
 - Will be working on mission statement March 11

OLD BUSINESS:

- Employee Salaries
 - Troyanek's recommendation: Raise most salaries to 85% of salary survey averages, some 81%, director 79% beginning July 1
 - Library cannot afford to bring salaries up to 90% of market average
 - Board expressed interest in raises occurring prior to July 1
 - Investment in personnel is #1 priority
 - Monroe requested that Crocker, Troyanek and Massie meet to clarify any confusion about how salary projections were calculated

Monroe moved to increase most staff to 85%, some 81%, director 79% beginning May 1 (Option 13 in board packet raise options.) Shoop seconded. All ayes. Motion passed.

- Security Camera Policy
 - County Attorney formatted draft from Troyanek
 - Due to this being a regulation, it did not need to be subject to public comment
 - Proposal was released to public and library received no feedback
 - Two small edits were noted in section 3.02.01 and will be made by County Attorney

Massie entertained a motion to approve security policy. Shoop so moved. Monroe seconded. All ayes. Motion passed.

NEW BUSINESS:

- Meetings with County Commissioners
 - Very positive feedback on improvements at the library and with the administration
- Date for April board meeting and director's evaluation
 - Wednesday April 10 at 6:30pm, director's evaluation to start at 5pm
 - Site will need to be moved due to tax program schedule

INFORMATION

- Next Board of Directors meeting is on March 14, 2019 at 6:30 p.m. in the ACPL meeting room
 - Topics will include:
 - Budget priorities
 - Director evaluation process
 - Contract for security system
 - Regulations
 - Create timeline for updating

EMPLOYEE HANDBOOK

- Trent expressed appreciation at the process of creating new policy
- Crocker mentioned staff nervousness based on the past attempts to create new policy
- Discussion began on At-Will employment, Confidentiality, and Conflict of Interest
- Trent suggested giving her office comments in preparation for March meeting for productive use of time

Monroe moved to table issue until the end of the March meeting. Shoop seconded. All ayes. Motion passed.

Meeting adjourned at 8:58 p.m.

Submitted by Kennedy Penn-O'Toole, Secretary pro tem.